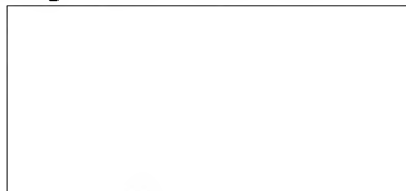


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Dear Mr. Pforzheimer,

You are cordially invited to join the Executive Dining Room.

Membership is effective when the attached signature card is signed and returned to the Executive Dining Room Office. Also attached is some general information on the operation of the Dining Room which will be of interest to you.



Chief
Logistics Services Division, OL

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Atts

MEMORANDUM FOR: Walter Pforzheimer

SUBJECT: Executive Dining Room

<u>Operation</u>	On a daily basis, Monday through Friday, between 1130 - 1400 Hours.
<u>Location</u>	Large Dining Room, 7D42, Headquarters
<u>Use</u>	Restricted to members of the Dining Room and their guests. Members will provide their membership number and sign meal chits for their guests. All members are reminded that foreign visitors are restricted to the Director's Dining Room.
<u>Procedures</u>	Seating capacity of the large Dining Room is 64, the Director's Dining Room seats 12. In order to avoid tying up tables during the peak hour of 1215 - 1315, it is requested that table reservations, if at all possible, be made for 1130 and 1315.
<u>Menu</u>	Small luncheon generally consists of a sandwich and salad. Regular luncheon consists of a juice, meat, vegetable or salad, and beverage. Steaks consist of juice, delmonico steak or new york strip steak, vegetable or salad, and beverage.
<u>Charge</u>	Steaks are \$4.50, the regular lunch is \$3.50, the light lunch is \$2.00, the low calorie is \$1.75, and the jumbo salad is \$1.75. A steak special consisting of juice, a 4 oz. sirloin steak, vegetable and coffee or tea (no substitutions) is also available for \$2.50.
<u>Billing</u>	Billings are computed from the signed menu chits used in ordering food. The chits are totaled on a monthly basis, with a ten percent surcharge added to that total. Checks must be made payable to the Executive Dining Room Fund and delivered or mailed to 3E-14, Headquarters. Employees under cover should pay their bill by cash. The Executive Dining Room cannot be responsible for cash sent through the mail system. Please include the top portion of the bill with payment. Overdue payments in excess of 30 days will be subject to a finance charge of 1 1/2% compounded.